

A Unique City  
of Opportunity  
and Possibility

# LONG BEACH

California



## Assistant City Controller





## THE COMMUNITY

Ideally located on the Pacific Ocean south of Los Angeles, just west of Orange County, Long Beach is the seventh largest city in the State of California. The City has been referred to as the "most diverse city" in the country by USA Today and one of the Best Communities for Young People two years in a row. Offering all the world class amenities of a large metropolitan city, coupled with its strong sense of community and pride, Long Beach is one of the most vibrant communities in the country.

With its ideal location in Southern California, year-round comfortable climate, healthy business environment and far ranging cultural pursuits, the City is alive with activity. Long Beach is home to an abundance of cultural and recreational options. Expansive beaches, three marinas, five golf courses, the Aquarium of the Pacific, Queen Mary and the annual Grand Prix of Long Beach serve to draw 5.5 million visitors a year.

The City's full-service commercial airport has preferred flight schedules, carriers, and an overall accessibility that makes it the travel friendly alternative to other Southern California airports. In addition, Los Angeles' rail transit system, the most used light rail system in the country, connects the city to the entire region. Long Beach continues to make significant investment in its parks, beaches, streets and other amenities (including a new city hall) indicative of financial stability and the health of the City.

The City is home to California State University, Long Beach, the second largest university in the state and was ranked the No. 3 best-value public college in the nation. Numerous other major universities and community colleges are within short driving distance to include UCLA, USC, Pepperdine University and Long Beach City College. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the Top 10 urban school districts in the country.



## CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district. The Mayor is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. Elected officials are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager to oversee the administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. The City's FY2014-15 budget was nearly \$3.0 billion, with the General Fund budget totaling \$401 million. More than 5,800 full and part-time employees support municipal operations.

## DEPARTMENT OF FINANCIAL MANAGEMENT

The Department of Financial Management administers the financial affairs of the City and provides related services to citizens, elected officials, and City departments. The Department manages the City's revenues, expenditures, purchasing, accounting, budgeting, investments, cash management, and debt. The Assistant City Controller is a member of the Accounting Bureau, which is responsible for a full range of accounting activities including financial reporting, payroll, grants, capital projects, accounts payable, and the administration of the accounting and payroll systems. The Department and Bureau are focused on enhancing the efficiency and effectiveness of the City's accounting operations. This is a long term effort coinciding with implementation of a new ERP system and involves staff training and development, review of existing processes, finding the appropriate balance between controls and efficiency, and development of new processes, policies and controls.

## THE POSITION

The Assistant City Controller is a key management position in the Department. This is one of two at-will Assistant City Controller positions, both of which report to the City Controller, who reports to the Department Director/CFO. The selected individual will manage key functions of the Bureau such as general accounting, payroll, special accounting, and the annual audit and report compilation. As a source for the interpretation, evaluation and implementation of new and existing accounting regulations, legal requirements, and policies, this position plays a unique role in shaping finance operations of one of the largest cities in the country. Qualified candidates must have excellent interpersonal and communication skills necessary to work with internal staff, department heads, managers, and other key individuals within and outside the City.

For more information about the  
City of Long Beach, please visit their website  
at [www.longbeach.gov](http://www.longbeach.gov)



- Can exemplify the highest ethical standards and is willing to make difficult decisions based on what is right, and not just the status quo.
- Leads by example – embraces the values of collaboration, staff contribution, team work, and excellent customer service. An approachable leader who is willing to listen and able to build trust.
- Understands the need for an appropriate balance between internal controls and organizational efficiencies, and who offers innovative solutions to eliminate bureaucratic obstacles and excess waste.
- Engages and consults with departments to help them meet their goals. Is able to identify areas of weakness and affect change and process improvements that help move the organization to the next level.
- Effective in delegating duties that enhance employee growth and achieve departmental goals. Can develop, train, and motivate an effective and high performing team.
- Is proactive in approach and in bringing about positive contributions. Anticipates change and puts the necessary policies, procedures, and processes in place to mitigate potential challenges.

## THE IDEAL CANDIDATE

The Assistant City Controller position presents a valuable growth opportunity for a professional with supervisory experience, a strong foundation in accounting principles, and an ability to develop innovative and appropriate solutions and processes. Working with the City Controller, the candidate will be part of a management team that offers mutual support in shaping City policy, developing staff, and overseeing the key functions of the Bureau.

Typical duties of the position include, but are not limited to, the following:

- Ensures that work is performed in accordance with Generally Accepted Accounting Principles (GAAP), applicable laws, and accounting standards; interprets and implements new accounting standards, applicable codes, and regulations; reviews, evaluates, and establishes policies, procedures and monitoring programs.
- Selects, develops and evaluates assigned personnel; reviews and evaluates work products, methods and procedures; works closely with departments to provide solutions, support, training and direction; coordinates and provides Citywide training on accounting and related processes.
- Plans and manages projects such as CAFR preparation and compilation, Single and Annual Audits, and various state and federal reports; develops financial forecast models, prepares periodic financial statements and reports and monitors cash balances to ensure adequate cash.
- Monitors and evaluates the efficiency and effectiveness of service delivery; recommends appropriate service and staffing levels; manages and participates in the development and implementation of goals, objectives, policies, procedures, and priorities for assigned programs.

### Characteristics and Key Competencies

The City of Long Beach is looking for candidates who are enthusiastic, knowledgeable, and flexible; who are patient leaders with a big picture perspective; and who are technically proficient while able to communicate in lay terms. The successful candidate will have a proven track record and is someone who:

## MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university, with a bachelor's degree in accounting, finance, business administration or a closely related field.
- Four (4) years of progressively responsible and related experience and two years of supervisory responsibilities.
- Knowledge of principles, procedures and techniques of accounting for general government, grants, and special projects; knowledge of applicable business practices, administration, controls, and federal and state regulations.

## DESIRABLE QUALIFICATIONS

- Master's in Business Administration (MBA).
- Certified Public Accountant (CPA).
- Experience preparing a CAFR.
- Project management experience similar to managing an organization's annual audit, single audit, and annual financial reports.
- Implementation and/or upgrade of an ERP system.
- Background working in the public sector preferably for a mid-size or large city, county, state, or special district; while experience with a general purpose local government is preferred, other backgrounds will be considered for the most qualified candidates.





The City of Long Beach is an EEO/ADA employer and values and encourages diversity in its workforce.



## COMPENSATION AND BENEFITS

**Salary is commensurate with work experience. Starting salary is expected to be between \$120,000 to \$130,000.** Relocation costs will be negotiable. The City's compensation package also encompasses an attractive benefits package that includes:

- Retirement – California Public Employees' Retirement System (CalPERS) with a benefit of 2.5% @ 55 for Classic members (prior or current CalPERS or reciprocating agency members with less than a 6-month break in service) or 2% at 62 for new members as defined by PEPR, subject to the limitations set by CalPERS. Employee pays the employee portion. Coordinated with Social Security.
- Vacation – 12 days after one year of service; 15 days after four years, six months of service (4.5 years); 20 days after nineteen years, six months (19.5 years) of service.
- Executive Leave – 40 hours per year.
- Sick Leave – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- Holidays – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- Monthly Auto Allowance
- Health Insurance – Two plans are available: one HMO, and one PPO plan. The City pays major portion of the premium for employee and dependents depending on the health/dental plan selected.
- Dental Insurance – Two dental plans are available for employees and dependents.
- Life Insurance – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.

- Disability – City-paid short-term and long-term disability insurance.
- Management Physical – Annual City-paid physical examination.
- Deferred Compensation – Available through ICMA Retirement Corporation.

## APPLICATION PROCESS & RECRUITMENT SCHEDULE

**The final filing date for this position is Friday, September 9, 2016.** To be considered, please submit your cover letter with current salary, résumé, and a list of six professional references (who will **not** be contacted in the early stages of the recruitment) to: [resumes@cpsshr.us](mailto:resumes@cpsshr.us). Résumés should reflect years **and** months of positions held, as well as the size of staff you have managed.

CPS HR  CONSULTING

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Website: [www.cpsshr.us/search](http://www.cpsshr.us/search)

Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. Final interviews may include presentations to multiple panels, as determined by the City Controller. The final candidates will be subjected to an extensive reference and background check. For additional information about this position please contact Frank Rojas.

